United Nations ST/SGB/2016/3/Rev.1

Secretariat

26 December 2017

Secretary-General's bulletin

Senior Review Board

The Secretary-General, for the purposes of implementing staff rule 4.15 and the new staff selection and managed mobility system, promulgates the following:

Section 1
Scope

The new staff selection and managed mobility system shall be implemented in a phased manner by job network, as defined in paragraph 6 of Secretary-General's bulletin ST/SGB/2016/2/Rev.1 on the introduction of the new staff selection and managed mobility system. The present bulletin shall apply to the filling of vacant positions and the placement under managed mobility of staff members at the D-1 and D-2 levels in the job networks that have made the transition to the new system. The staff selection system governed by administrative instruction ST/AI/2010/3 and the amendments thereto shall continue to apply to those job networks that have not yet made the transition to the new system.

Section 2
Establishment

2.1 The Senior Review Board is a standing advisory body constituted to review, validate and endorse lists of suitable candidates to fill vacant positions and lists of suitable staff members for placement under managed mobility, as prepared by the Office of Human Resources Management and submitted by the Senior Review Board secretariat pursuant to sections 4.3 and 4.10 below, and to provide recommendations to the Secretary-General for selection to fill vacant positions and for placement under managed mobility of staff members at the D-1 and D-2 levels in the Secretariat.

2.2 The members of the Senior Review Board shall be accountable to the Secretary-General for the manner in which recommendations are developed, for the progress made towards meeting the strategic staffing needs of a department or office and for achieving the targets set out in the respective departmental human resources management scorecard, especially with regard to geographical and gender targets.

Section 3
Composition

3.1 The Senior Review Board shall be composed of staff members at the Under-Secretary-General and Assistant Secretary-General levels who hold an appointment

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under the Staff Regulations and Rules other than a temporary appointment, and staff members at the D-2 level who hold an appointment under the Staff Regulations and Rules other than a temporary appointment and who have been recruited following a competitive process that included a review by a review body.

3.2 The members of the Senior Review Board, including its Chair, shall be appointed by the Secretary-General. The Board shall consist of a Chair and 18 members, including a minimum of six representatives of field duty stations. In choosing the members, every effort shall be made to ensure a balanced representation with respect to geography, gender, the official working languages of the Organization and a proportionate representation of the departments and offices of the Secretariat.

3.3 Prior to their final appointment by the Secretary-General, all prospective members of the Senior Review Board shall be cleared by the Administrative Law Section in the Office of Human Resources Management in order to ensure that they are not subject to disciplinary proceedings and have not been the subject of a disciplinary measure. Staff members who are confirmed to be subject to disciplinary proceedings or to have been the subject of a disciplinary measure shall not be appointed to the Board.

3.4 Since multiple meetings of the Senior Review Board may be held simultaneously, members present at a meeting shall designate a Chair from among themselves for that specific meeting.

3.5 The meetings of the Senior Review Board shall be conducted through virtual means, permitting the participation of staff members located at all duty stations.

3.6 The Senior Review Board shall designate one of its members as a focal point for women. The focal point for women shall be a voting member.

3.7 The Assistant Secretary-General for Human Resources Management shall serve as the secretary of the Senior Review Board and be supported by a secretariat for the Senior Review Board (referred to hereinafter as the "Senior Review Board secretariat"). In the absence of the Assistant Secretary-General for Human Resources Management, one of the Directors of the Office of Human Resources Management shall act as the secretary.

3.8 Members of the Senior Review Board shall be appointed for a period of two years and shall serve for a maximum of four consecutive years. The Secretary-General may, at his or her discretion, replace a member of the Board at any time.

3.9 All staff members appointed to serve on the Senior Review Board shall be required to attend and participate in the meetings of the Board as part of their official duties and responsibilities. Heads of departments and offices shall therefore release such staff members when required to attend and participate in the meetings of the Board.

Section 4
Functions

Review and approval of evaluation criteria

4.1 In instances in which a job opening at the D-1 or D-2 level has been established on the basis of an individually classified job description, the job opening and its associated evaluation criteria shall be submitted to the Senior Review Board secretariat for its review and endorsement.

Review, validation and endorsement of suitable candidates for the filling of vacant positions

4.2 The Senior Review Board shall review the lists of suitable candidates prepared by the Office of Human Resources Management and submitted by the Senior Review Board secretariat pursuant to section 4.3 below, for the filling of vacant positions at the D-1 and D-2 levels or for placement on a roster.

4.3 The Senior Review Board secretariat shall review the lists of suitable candidates prepared by the Office of Human Resources Management, together with, where applicable, the lists of previously rostered candidates, to ensure that the integrity of the process of identifying suitable candidates to fill vacant positions through job openings was upheld, that the candidates were evaluated on the basis of the pre-approved evaluation criteria specified in the job opening and that the applicable procedures were followed. In so doing, the Senior Review Board secretariat shall consider whether:

(a) The list of suitable candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no prejudice, improper motive or mistake of fact or of procedure that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The record contains a fully justified analysis of each of the competencies listed in the job opening, which must have been evaluated for all candidates during the competency-based interview or other assessment methodologies.

4.4 The Senior Review Board secretariat shall submit its findings under section 4.3 above to the Senior Review Board for its validation and endorsement.

4.5 When the Senior Review Board has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management.

4.6 In the event that the Senior Review Board finds that the evaluation criteria were improperly applied or that the applicable procedures were not followed, the Board shall transmit its findings to the Assistant Secretary-General for Human Resources Management.

Review and selection recommendations for the filling of vacant positions

4.7 Upon completion of the validation and endorsement process pursuant to section 4.4 above, the Senior Review Board shall develop and submit its selection recommendations for candidates to fill vacant positions at the D-1 and D-2 levels, or for placement on a roster, to the Secretary-General for a selection decision. The Senior Review Board shall complete a reasoned and documented record of the outcome of its review explaining its selection recommendations.

4.8 When making its selection recommendations to the Secretary-General, the Senior Review Board shall take into account the provisions of staff regulation 4.2, the strategic staffing needs of a department or office and the human resources organizational priorities provided in the new staff selection and managed mobility system.

Review, validation and endorsement of suitable staff members for placement under managed mobility

4.9 The Senior Review Board shall review the lists of suitable staff members prepared by the Office of Human Resources Management and submitted by the Senior Review Board secretariat pursuant to section 4.10 below, for the placement under managed mobility of staff members at the D-1 and D-2 levels.

4.10 The Senior Review Board secretariat shall ensure that the integrity of the process of identifying suitable staff members for placement under managed mobility was upheld, that the staff members were evaluated on the basis of the suitability criteria stipulated in the position announcement and that the applicable procedures were followed. In doing so, the Senior Review Board secretariat shall consider whether:

(a) The list of eligible and suitable staff members is reasoned and objectively justifiable based on evidence that the suitability criteria set out in the position announcements were properly applied;

(b) The record indicates that there was no prejudice, improper motive or mistake of fact or of procedure that could have prevented a full and fair consideration of a staff member for a position in the compendium of position announcements.

4.11 The Senior Review Board secretariat shall submit its findings under section 4.10 above to the Senior Review Board for its validation and endorsement.

4.12 When the Senior Review Board has questions regarding the proper application of the suitability criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management.

4.13 In the event that the Senior Review Board finds that the suitability criteria were improperly applied or that the applicable procedures were not followed, the Board shall transmit its findings to the Assistant Secretary-General for Human Resources Management.

Review and recommendations of suitable staff members for placement under managed mobility

4.14 Upon completion of the validation and endorsement process pursuant to section 4.11 above, the Senior Review Board shall develop and submit its recommendations regarding placement under managed mobility for staff members at the D-1 and D-2 levels to the Secretary-General for a placement decision. The Senior Review Board shall complete a reasoned and documented record of the outcome of its review explaining its placement recommendations.

4.15 When making its placement recommendations to the Secretary-General, the Senior Review Board shall take into account the provisions of staff regulation 4.2, the strategic staffing needs of a department or office and the human resources organizational priorities provided in the new staff selection and managed mobility system.

Review for termination of permanent appointments

4.16 The Senior Review Board shall review proposals for the termination of permanent appointments of staff members at the D-1 and D-2 levels for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 9.6 (c) (ii) and advise the Secretary-General as to whether the conditions for such termination are met.

Review of non-rotational positions

4.17 The Senior Review Board shall review the list of non-rotational positions at the D-1 and D-2 levels and provide recommendations to the Assistant Secretary-General for Human Resources Management for approval.

4.18 The Office of Human Resources Management shall provide the rules of procedure of the Senior Review Board to the Board members for approval.

Section 5
Final provisions

5.1 Following the completion, in 2017, of the first managed mobility and second vacancy exercise in the Political, Peace and Humanitarian Network and the first managed mobility and first vacancy exercise in the Information and Telecommunication Technology Network, the implementation of the staff selection and managed mobility system established under the present bulletin will be paused in order to comprehensively review the framework, including lessons learned with regard to the centralized processes and their cost-effectiveness in meeting the intended purposes.

5.2 During this pause, the staff selection system governed by administrative instruction ST/AI/2010/5 and the amendments thereto shall apply to the Political, Peace and Humanitarian Network and the Information and Telecommunication Technology Network and shall continue to apply to all job networks that have not yet made the transition to the new system.

5.3 The present bulletin shall enter into force on the date of its issuance. Secretary-General's bulletin ST/SGB/2016/3 is hereby superseded.

(*Signed*) António **Guterres**
Secretary-General